

**Main Statistical Office**

[name of the person responsible]

**ENUMERATOR**

**MANUAL**

**for National Census of Population and Housing in 2002**

*Instructions for enumerators*

**Warsaw, December 2001**

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### **§ 11. Kind of enumerated housing unit (page 01, question 8) [p. 21-22]**

**There are three kinds of housing units to be distinguished:**

**1. dwelling**

**2. occupied other living quarter**

**3. collective living quarter.**

**1. Dwelling [p. 21]**

**1. Dwelling is a portion of space within a building, set of rooms or one room including auxiliary rooms that was built or adapted to be used for housing purposes and which is permanently separated (by permanent walls) from other spaces in the building and that can entered by a separate entrance form outside, from the staircase or a common hall.**

Auxiliary room is an anteroom, hall, bathroom, water closed, wardrobe, larder or other rooms situated inside a dwelling and used for housing or economic purposes of the inhabitants of the dwelling.

2. In case of the need to decide if a housing unit in which two or more households reside is a single dwelling or two separate dwellings an enumerator should follow a rule stating that: **if in a housing unit (or a house) there is at least one room such as a kitchen, bathroom, WC shared by the household**, such housing unit (or house) should be treated as one dwelling and should be enumerated on a single Questionnaire A. If none of the rooms listed above is shared – the households occupy two separate dwellings.

3. **Presbyteries, bishop curies** etc. occupied by clerics (rectors, vicars, priests at the time of retirement etc.) that Questionnaire A household should be enumerated as dwellings. When reporting a size of the flat (number of rooms and the size in square meters) the rooms dedicated to serving the needs of the religious community (such as parish offices, lecture rooms etc.) should not be taken into account.

In case of two or more clerics living in the same presbytery, in which each of them occupies a separate set of rooms (bedroom, bathroom, anteroom etc.) the sets of rooms should be treated as separate dwelling and all the common rooms (kitchen, dining room etc.) should not be taken into account.

***PLEASE NOTICE! The rooms occupied by monks or nuns living in a communion should be enumerated together even if their rooms are not in the same building but in a housing complex.***

## 2. Occupied other living quarter [p. 21-22]

1. Occupied other living quarter is:

- **a room** situated in a building **constructed for other (than housing) purpose** but was adopted for housing, e.g. laundry, garage, attic, storage room or other (hotel room, classroom etc.),
- **semi permanent room**, constructed to be the housing for a group of people or a single person for a limited time– usually several years, e.g. barrack or container – dedicated usually to people on the area of natural disasters (floods, fires etc.) and treated as a temporary housing occupied until having a new regular dwelling,
- **provisional housing**, e.g. shed, hut etc.,
- **mobile housing**, e.g. construction site trailer, caravan, boat,

*those are used for housing (at the time of enumeration) due to the natural catastrophe or a lifestyle of the enumerated person or family.*

2. [technical remarks - p. 22]

## 3. Collective housing [p. 22]

1. **Collective housing is a set of rooms (living rooms and auxiliary rooms) located in one or more buildings belonging to one institution** providing care, hotel or other services.

In some collective housing people may live for longer time (from several months to several years) or for good e.g. dormitories, boarding schools, orphanages, care houses, monasteries etc.

In some collective housing people stay shorter time e.g. hotels, hospitals, spas etc.

2. For every collective housing a kind of housing (position 8) should be indicated by:

- writing in symbol „**3. collective housing**” and giving a full name of the institution,

3. If two or more collective housing institutions are located in the same building (e. g. monastery and orphanage run by monastery) separate forms should be filled for every of the institution.

## **PART IV. INFORMATION ON PERSONS – QUESTIONNAIRE A [p. 23- 27]**

### **§ 12. Who should be enumerated [p. 23]**

1. The census should reflect the moment of 20<sup>th</sup> May 2002 (24.00). It means that to fill in a form correctly an enumerator should collect information valid not on the day of enumeration but at midnight between 20<sup>th</sup> and 21<sup>st</sup> of May 2002.

**2. In a dwelling, occupied other living quarter or a collective living quarter the following persons should be enumerated:**

- **all the persons living there permanently (regardless the fact if they were present in a flat at midnight 20th to 21st of May)**
- **all the persons staying there temporarily at midnight 20th to 21 of May**

3. People **living permanently** are persons registered under the address even if a person does not stay in the flat for longer time (e.g. stays abroad, in prison etc.).

*A child born before midnight 20<sup>th</sup> to 21<sup>st</sup> of May who has not been registered under the address yet should be enumerated in the place where the mother lives permanently. The children born on 21<sup>st</sup> of May or later should not be enumerated.*

*A person who died on 21<sup>st</sup> of May or later should be enumerated.*

4. People **living temporarily** are persons registered under the address for limited time or persons who stay in the flat without being registered e.g.:

- persons renting the flat or staying in the flat due to taking care of a relative (e.g. grandchildren),
- homeless people,

5. Foreigners (excluding cases described in part I § 1 as well as the stateless persons should be enumerated as:

- persons living permanently – when they came to Poland to live and possess the living permit;
- persons staying temporarily – when they visit Poland e.g. visit relatives, came sightseeing etc.

### **§ 13. Definition of a household [p. 23-24]**

**1. Persons living permanently or temporarily in the same flat Questionnaire A household.**

**2. A household is a group of persons (related or not) who live together and share the typing living costs.** If a person only shares the flat with other persons and do not share any cost, the person forms a separate household.

**3. When enumerating a flat the number of households in the flat should be recognized. I case of two or more households located in the same flats, the members of the households should be enumerated separately.**

**The main household in the flat is a household of the owner of the flat.**

**4. An order of enumeration is important.** The first person enumerated should always be the head of the household. **The head is a person who contributes to the income of the household in the greatest proportion.** If two or more persons contribute the same, the head is a person who manages the finance.

**The other persons should be enumerated in an order reflecting the relationship to the head of the household – spouse/partner, single children, children who have their own families, parents, parents in law, grandparents, siblings and their families and persons who are not related.**

5. Within a household families will be recognized.

[§ 14. Enumerating persons - Questionnaire A (residential part) p. 24-25]

[§ 15. Enumerating persons in collective housing p. 25-27]

[§ 16. Enumerating homeless people p. 27]

### **SECTION I. POPULATION, PRIVATE HOUSEHOLDS, FAMILIES (QUESTIONS 1-18) [p. 28-37]**

**No. of person (above Question 1) [p. 28]**

[remarks how to number the persons]

**Question 1. Name and surname [p. 28]**

Every enumerated person must be identified by name and surname.

**Question 2. Date of birth [p. 28]**

Exact date of birth should be written in. If it is impossible, please give the year of birth only.

**Question 3. Sex [p. 28]**

Sex must be indicated in case of every enumerated person.

**Question 4. Do you live here permanently and were you present or absent on May 20<sup>th</sup> at midnight or do you stay here temporarily? [p. 28-29]**

1. The answer „**1. live permanently – present**” should be indicated if a person lives under the address permanently and is not registered under any other address and was present there on May 20<sup>th</sup> at midnight

**Answer 1** should be indicated also if a person lives under the address but was not present on May 20<sup>th</sup> at midnight as long as the absence is short-term and due to:

- kind of work done (night shift, pilots, marines etc.),
- participation in an organized party (private or institutional),
- getting lost.

2. The answer „**2. live permanently – absent stay in other place in Poland**” should be indicated if a person is registered under the address but was absent on May 20<sup>th</sup> at midnight for different reason than those listed above as long as the person was within Poland

**Answer 2** should also be chosen if a person was absent due to serving in the army on compulsory basis or were imprisoned or arrested.

3. **Answer „3. live permanently – absent stay abroad”** should be indicated if a person is registered under the address but was absent on May 20<sup>th</sup> at midnight due to staying abroad (regardless the length of the stay).

**For such persons the country they are staying in should be written in.**

[technical remarks on how to give the name of the country – p. 29]

4. **Answer „4. stay temporarily – arrived from other place in Poland”** should be indicated if a person stays under the address temporarily no matter if:

- the person is registered under the address for temporary stay,
- the stay lasts several days or longer,
- **5. Answer „5. stay temporarily arrived from abroad”** should be indicated for every person arriving from abroad and staying temporarily in the enumerated flat no matter if:
  - the person is registered under the address for temporary stay,
  - the stay lasts several days or longer,

**For such persons the country they are coming from should be written in.**

**Question 5. What is the real duration of you absence or staying? [p. 30]**

1. **For every person for whom the answer for Question 4 is 2,3,4 or 5 the real time of stay or absence should be given.**

The real time of stay or absence is the time between arrival/departure and day of 20<sup>th</sup> of May.

**In question 5** one answer should be chosen:

- „1. up to 2 months”,
- „2. 2 to 6 months”
- „3. 6 to 12 months”

The last option should be indicated in case of students living in dormitories or pupils learning in boarding schools.

- „4. more than 12 months”.

2. Answer „up to 2 months” should be chosen if a person:

- undergoes training by the army on a compulsory basis,
- undergoes the treatment in a hospital or spa even if the treatment lasts longer than 2 months.

***PLEASE NOTICE! The remark above does not concern persons being treated in mental hospital and hospices. Such persons will be enumerated in the places they are staying in.***

3. For every person staying abroad (answer 3 in question 4) for whom the duration of the stay abroad is longer than 12 months, the **year of departure should be given.**

4. For every person arriving from abroad (answer 5 in question 4) for whom the duration of the stay in Poland is longer than 12 months, the **year of arrival to Poland should be given.**

**Question 6. What is the reason for your absence or staying? [p. 30-31]**

1. The question concerns persons who:

- are absent under their permanent address for longer than 2 months,
- staying temporarily regardless the length of stay or place of origin (Poland or abroad).

2. Answer „7. other (military)” should be indicated in case of persons serving in the army or being imprisoned.

3. Answer „8. refugee (for foreigners)” should be indicated in case of foreigners who got the status of refugee or are awaiting the decision (after applying for such a status).

4. In case the absence/staying is caused by another reasons than those listed in 1-8, the answer 9 (other reasons) should be chosen. In such a case the specification of the reason of absence/staying is required.

| Reason for absence/staying                | Symbol |
|---|--------|
| ejection                                  | 91     |
| check-out (to nowhere)                    | 92     |
| homelessness                              | 93     |
| Others (short term visits, holidays etc.) | 94     |

5. For every person for whom the reason for absence is connected with accompanying the relative in a trip/travel, the reason for absence should be identical with the reason of absence of the person he/she accompanies.

6. *For persons staying temporarily up to 2 months (answer 4 or 5 in question 4 and 1 in question 5) the enumeration should be stopped after completing question 6.*

**Question 7. What is your relation to the head of private household? [p. 31-32]**

*A person being a head of household should chose answer 1.*

**1. Relationship to the head should be indicated for every person included in the household. The rules (definition of the relationship) given in § 13**

[technical remarks on how to indicate the answer on the form – p. 31]

***PLEASE NOTICE! Tenants or under tenants should be treated as separate household.***

2. Persons who are divorced or formally separated form two separate households.

3. In case of answer 12 indicated for a person who is a common-law partner of another (but different than the head) member of the household, for both persons numbers of persons being partners should be written in.

4. For persons being children of other members of the household the number of persons being parents should be given. The rule applies to all the persons being children regardless their age, marital status of the fact if they are biological children or adopted ones.

**5. For foster children answer 12 should be chosen with except the situation they are related to the head.**

**Question 8. What is your legal marital status? [p. 32]**

1. **The legal marital status should be taken into account.** For every person born in 1987 or earlier an answer should be chosen.

2. Special attention should be given to separation. Answer 3 concerns married persons who split up but are not legally separated, answer 6 concerns persons who are legally separated **on the basis of the decision of the court.**

3. For persons being in an informal relationship the legal marital status should be written in. In case of such persons answer 2 should not be chosen.

**Question 9. When current marriage was contracted? (civil or religious) [p. 33]**

For persons who declared to be married (answer 2, 3 or 6 in question 8) the date of contracting the marriage should be specified according to the following rules:

- till 1945 the marriage could be only religious,
- from 1945 to 1998 the date of civil marriage should be written in,
- after 1998 the date of civil marriage or a religious one as long as it was registered as civil should be given.

**Education (questions 10-11) [p. 33-34]**

**Question 10. What is your education level? [p. 33]**

**1. For the persons born in 1989 or before (e.g. aged 12 or more) the highest completed level of education should be given.**

**The criterion of classification is the fact of possessing the relevant document certifying completion of a school.**

**2. Depending on the declared level of education the following information should be specified:**

- **higher** – specify if the person has the MA or equivalent (e.g. medical doctor) or an engineer or equivalent (e.g. bachelor),
- **post-secondary** – if the post-secondary required possessing the secondary school certificate (matriculation) or not,
- **secondary** – if a person has secondary school certificate (matriculation) or if the secondary was general or vocational.

**Question 11. Are you attending school? [p. 33-34]**

**1. Answer 1 or 2** should be indicated if completion of the school gives the person higher level of education than the one he/she possesses now.

**2.** For persons finishing the education in June answer 1 or 2 should be indicated.

**3. Answer „3. no”** should be chosen for persons attending professional courses, computing courses or being post-graduate students.

**Disability (questions 12-14) [p. 34-36]**

*Questions 12-14 allow specifying the group of disabled persons. Questions 12 and 13 should always be asked.*

**Question 12. Are you limited completely or seriously in basic activities of daily life (up to your age) because of disability or chronic illness? [p. 34]**

**1. Answer for question 12 is subjective;** reflects the feelings of the enumerated person or a parent of the person when the respondent is a child. The enumerator should not influence the answer even if the person declares no limitation when being seriously disabled.

**2.** basic activities of daily life (up to the age) are:

- for infants – correct reaction (crying, smiling etc.),
- for children aged 2-6 – ability to play together with another children,
- for schoolchildren – attending school and being able to participate in every lesson;
- for productive age persons – ability to learn, work or do housework;
- for older persons – self-service e.g. preparing food, dressing, washing themselves.

**3.** In the question two different levels of being limited are distinguished: **„1. yes, completely”** or **„2. yes, seriously”**. In both cases the answer should apply to long lasting limitation – i.e. longer than 6 months.

4. Person who do not declare the limitations and do not expect the limitations to appear in the coming 6 months should indicate answer „**3. no**”.

**Question 13. Do you have a valid certificate of disability? [p. 34-35]**

1. No certificate should be shown by an enumerated person. If the answer is positive details should be specified i.e. the name of the institution that issued the certificate (see the table below).

2. In case of children aged 16 or less (i.e. born on 20<sup>th</sup> May 1986 or later) answer „**1. yes**” is indicated when a child is entitled to a nursing benefit.

***PLEASE NOTICE! A nursing benefit is not granted to children staying free of charge in a community home or borstal.***

[a table listing the public institutions entitled to issue certificate of disability p. 35]

**Question 14. What is category of legal confirmation of disability? [p. 36]**

The question applies only to persons at the age of 16 or more. In case of possessing two or more certificates of disability, the disability of the highest group should be reported.

**Migration (questions 15-18) [p. 36-37]**

**Question 15. What is the country of your birth? [p. 36]**

1. For person born in Poland answer „**1. Poland**” should be indicated.

2. For person born outside Poland answer „**2. other country**” should be indicated. The name of the country of birth should be written in.

3. The country of birth should be given **according to present country/territory the place is located at** (e.g. a person born in Lvov should be classified as born in Ukraine regardless the date of birth).

4. In case the person can not specify the country his/her place of birth is located in, the name of the city of birth and the name of the closes big city should be written in.

**Question 16. What is your citizenship? [p. 36]**

1. An enumerated person can be a citizen of one, two or more countries. **If a person is a citizen of more than one country, write in the names of maximum two countries.** For stateless persons answer 3 should be chosen.

2. For persons being citizens of Poland only choose answer 1.

3. If a foreign person does not know the country he/she is a citizen of, write in the name of the country he/she was born in.

**Question 17. Since when have you lived/stayed in the locality? (urban, rural community – gmina) [p. 36-37]**

***PLEASE NOTICE! The locality is a village or city. Warsaw which is divided into 11 communities (gmina) should be treated as one city of Warsaw.***

1. Answer “**1. since birthday**” should be indicated for every person living in the locality since birthday if they did not leave the locality for longer than 12 months. The answer should also be chosen if a person left the locality for longer than 12 months due to:

- military service,
- imprisonment,
- being abroad when working in embassies,
- relocation due to war.

2. Answer 1 does not correspond to an exact address but the locality (village, city). When the locality is a combination of urban and rural area, moving from one to another is not treated as living in the same locality.

3. If a person is enumerated in his/her family locality but was born abroad due to a mother’s temporary stay abroad – answer 1 should be chosen and the country of birth should be specified in question 15.

4. A person who came back to his/her family locality after an absence lasting longer than 12 months, the year of arrival should be written in and answer 2 or 3 should apply. **If a person left the locality for minimum 1 year more than once, the last date of arrival should be taken into account.**

5. In case of repatriates, reemigrants, foreigners born in Poland but having no stay permit should choose answer 2 or 3.

#### **Question 18. Please give the name of previous place of residence [p. 37]**

1. The question is addressed to persons who answered “3. since 1989 or shorter” in question 17.

2. In case of answer „**1. other locality in Poland**” the name of the current and previous localities must be different. The only exception is the case described in Question 17 p. 2 of the manual.

*[PLEASE NOTE – technical remark on the names of voivodships]*

3. In case of choosing answer „**2. abroad**” the current name of the country should be given .

4. For some people answering Question 18 Questionnaire M (concerning long term migrations) should be filled. Detailed instructions are listed in part V of the manual.

## **SECTION II. ECONOMIC ACTIVITY OF POPULATION**

### **(QUESTIONS 19-32) [p. 38-48]**

**Questions 19-29 should be answered by respondents aged 15 or more i.e. the respondents born in 1987 or before.**

**Question 19. Did you perQuestionnaire Any work providing earnings or income or did you help without pay in a family business? [p. 38]**

**1. Answer „1. yes”** concerns persons, who **in the week of research – 13 May to 19 May 2002** did for at least 1 hour any work providing earnings or income (in cash or in kind) or helped without pay in a family business or family agricultural farm.

Answer „1” concerns also persons serving in the army or being working abroad.

**2. Answer „2. you temporarily...”** concerns persons who are employed (i.e. have a formal agreement with an employer) or have their own business, but in the week of research did not spend even 1 hour working due to: illness, taking care of an ill child or any other member of the family, maternity leave, holidays, strike, weather conditions preventing them from working etc.

**3. Classifying a person as working (answer 1 or 2) the fact of having an agreement with an employer not the kind of the contract should be taken into account.** A working person is also a person that is doing the work without any formal agreement (“grey area”). Even if a person is registered as unemployed but did some work in the week of research, he/she should be treated as working.

**4. Answer „3. no”** concerns also persons, who usually help in a family business but did not serve any help in the time between 13 May and 19 May 2002.

**5. Answer „4. lack of response”** concerns persons staying temporarily abroad, especially in the case when no relevant information can be collected from the members of the family.

**6.** In case an employee **stays on unpaid or parental leave**, the length of the leave should be taken into consideration. If the leave (unpaid or parental) lasts up to 3 months answer „2” should be indicated, if the leave is longer than 3 months – the correct answer is answer “3”.

### **Main Job (questions 20-22) [p. 38-41]**

**For persons having more than one job the main job is the job that they dedicate the most time to. If two (or more) jobs occupy the same amount of time, the main job is the job that brings the highest income.**

**Question 20. Were you employed during the reference week (13<sup>th</sup> to 19<sup>th</sup> May 2002) as... [p. 39]**

**Answer 1 or 2 concerns employees.** They are:

- persons employed on the basis of a job contract (also if the payment is in kind)
- persons working on commission or employed on the basis of order agreement,
- persons doing the home employment,
- students who are being trained for the profession if they receive an income.

**„Full-time paid-employee” (answer 1)** – a person who works full-time, but the number of hours worked a week depends on the regulations concerning a profession

**Full-time paid-employees** are also workers who work shorter than the typical number of hours due to special legal regulations (e.g. concerning work in a toxic surrounding) or persons serving in the army on a compulsory basis.

If a work was done on the basis of order agreement, commission or was home employment a person working full time is a person who worked at least 36 hours in a reference week (13<sup>th</sup> to 19<sup>th</sup> May 2002).

A person helping in a family business or working in a family farm can also be classified as an employee.

**Answer „3. employer”** means a person running his/her own business either in agriculture or not, registered or not who employs workers on the basis of permanent job contract.

If a married couple or relatives run the business together only one of the persons can be classified as an employer, the others should be classified as own-account workers. (not employing people) or contributing family workers.

**Answer „5. agent (in all kinds of agencies)”** concerns persons who work on the basis of agency contract/agreement or who run an outpost on the basis of order agreement. The persons employed by an agent are classified as employees regardless the legal form of their job contract.

**Answer „7. contributing family worker”** concerns persons who live in the same household and help in family business (also in agriculture) without being paid.

## **Question 21. What is your occupation? [p. 39-40]**

**1.** Answering the question **no general answer should be given** and the occupation should not be mistaken with the profession learnt. An enumerator should ask the respondent about the position he/she is holding, main performed activities and should not be satisfied with the general answer such as: manager, physical worker, office worker, technician etc. **The following abbreviations can be used:** spec. (specialist), inż. (engineer), ds. (dealing with).

**2.** A special attention should be given to the following cases:

- as far as the managers are concerned, the field of activities of a unit managed by the respondent should be given, e.g. president of the company, deputy financial director, manager of the financial department, HR manager,
- as far as other than managerial positions are concerned, the field of work should be specified for example by listing the main activities performed e.g. recruitment executive , financial executive, biology teacher, lift operator,
- in case of the owner of small private works and managers of merchant or service works belonging to public sector the manager should be described as „manager of the works” if the only duty of the person is to manage and supervise the workers or an occupation really performed should be listed if the person most of the time performs the work other than supervision,
- in case of professional soldiers, the answer „soldier” should be given but in case of people serving in the army on compulsory basis the answer “compulsory military service” should be noted down,
- policeman, customs officer, fireman, prison worker, should be indicated as „state agent”, a person working in UOP (Office for State Protection) as „public servant”. In case of workers of the Ministry of the Interior and Administration, UOP, police the occupation should be indicated according to general rules,
- for priest and other clerical persons the answer „cleric” should be listed,

- when enumerating farmers, a kind of agricultural activity should be checked and the fact if the work in an agricultural farm done by the respondent is connected to the profile of the agricultural farm. So the occupations regarding farmers should be for example fodder crops farmer, fruiter, cattle breeder, chicken breeder,
- in case of farmers being crops farmer and breeding animals at the same time the answer „mixed farming” should be given.

**Question 22. What is the main kind of economic activity of the company (institution) in which you have main job? [p. 40-41]**

1. If a company a respondent runs an economic activity a field or kind of the activity should be given.

2. Describing the kind of economic activity no general terms such as: plant, workshop, office, service point etc. should be given. The correct answer should indicate exactly **what the company produces** or **what services the company offers** e.g. shoe production, food processing, producer of building machinery, car fixing, primary school, kindergarten, council office etc. The name of the company or the abbreviation of the name should be given only in case of the companies that are not local and commonly known such as Poczta Polska (Polish Post Office), PKP (national Railway Company), LOT (Polish Airlines). The terms such as building-service company and in case of such answer an enumerator should try to find out if the main activity of the company is the one regarding building or services. **The following abbreviations can be used:** przeds. (company), spółdz. (society), prod. (production), gosp. (farm).

3. For persons working in agriculture the kind of agricultural activity should be listed e.g. cultivation, cattle breeding, animal husbandry etc. In case of farmers being engaged in cultivation and breeding animals at the same time the answer „mixed farming” should be given. The same term should also refer to persons employed in an individual agricultural farm or an agricultural yard.

4. For clerics the answer „ministry” should be given.

5. In case of soldiers and persons serving in the army on compulsory basis the answer „national defense” should be given.

6. Policemen, agents of Government Protection Bureau, frontier guards the answer „public safety” should be given for persons working in prisons– „judicature”, for civil servants of the Ministry of National Defense and the agents (UOP) – „public administration”.

**Additional job (questions 23-24) [p. 41]**

**Additional job is the job which apart from the main job takes up the most time. If two or more additional jobs take up the same amount of time the one that bring more income should be chosen.**

**Question 23. Do you perQuestionnaire Any additional job? [p. 41]**

Answer „1. yes” should be indicated in case of persons who in the week of enumeration performed any additional work or were self employed (apart from having a job). The answer should be also given if a person has additional job which she was not performing in the week of enumeration due to the illness or any other temporary reason.

**Question 24. What is the main economic activity of the company (institution) in which you have additional job? [p. 41]**

For detailed instructions refer to question 22.

### **Seeking employment (questions 25-27) [p. 41-42]**

#### **Question 25. Are you looking for a job actively? [p. 41]**

**Active looking for a job** means that in the last four weeks (between 22<sup>nd</sup> April and 19<sup>th</sup> May 2002) the person took any of the means to find the job: visited the regional job agency, was looking for a job by means of asking relatives, friends or asking directly the potential employers, searched through the job offers, tried to establish his/her own business or tried to find a job another way.

#### **Question 27. How long have you been actively looking for a job? [p. 41-42]**

1. Question 27 refers also to person who found the job but wait to start it (indicated answer “2” in question 25. In such case a question should be reformulated into: “How long were you looking for a job?”.

2. **The number of months** should be given as the answer (15 days or more should be calculated as a month). If a person is looking for a job for 14 days or shorter the correct answer is “0”.

### **Holders and members of private households with an agricultural (plot) holder (questions 28-29) [p. 42-44]**

#### **Question 28. Are you a holder of an agricultural farm (plot) or are you a member of a household with an agricultural farm (plot) holder? [p. 42-43]**

1. **Agricultural farm** – means an agricultural and a forest land with the buildings or the parts of the buildings, equipment and inventory as long as they form or may Questionnaire A separate organizational farm.

2. **Individual agricultural farm** is a farm which covers more than 1 ha of agricultural land and which is owned by an individual person or a group of people.

3. **Agricultural plot** is a farm which covers more than 0.1 ha and not more than 1 ha of agricultural land and which is owned or used by an individual person or a group of people.

4. **An farm animal holder** is a person who is not possessing any agricultural land (or the land covers less than 0.1 ha) **but owns at least one piece of cattle or/and 5 pieces of flock or/and 1 pig or/and 3 sheep or goats or/and 1 horse or/and 30 chickens or/and 5 female furry animal or/and 1 swarm of bees.**

5. Individual farm (plot) covers also:

- land given to employees of forest agency;
- land given to teachers and priests (due to occupational reasons,
- land of members of agricultural societies,
- land leased from Agricultural Land Agency, the State etc. Used privately or collectively by farmers.

**6. Individual farm (plot) DOES NOT cover:**

- land that is not used in an agricultural way e.g. Plots occupied fully by buildings, gardens etc.,
- allotments,

**7. Individual user of a farm (plot) is a private person or a group of people who use the land regardless if they are the owners, leasers or use the land on the basis of any other agreement; the land may be located in one or more communities.**

**In a household there is only one individual farm user (agricultural plot user).**

**Answer “1. yes, ...”** should be indicated in case of a person cultivating an agricultural land or possessing the farm animals. A person who is absent from his/her place of living for more than 12 months should not be classified as a farm user.

In case of **farm user** the size of the farm should be given regardless if the land is owned, leased or used only other basis.

**Answer 3** should be indicated in case of persons who are members of civil companies performing agricultural activity; such household should be enumerated separately.

**8.** In case of farm animals’ owners who do not possess any farm land, the size of the agricultural farm should be indicated by “0”.

**PLEASE NOTICE! In case of the presence of individual farm user in the household and the acreage of the agricultural land (given in question 28) exceeds 1 ha, Form R1 should be filled.**

**In case of the presence of individual farm user in the household and the acreage of the agricultural land (given in question 28) between 0.1 ha and 1 ha, Form R2 should be filled.**

**In case of the presence of farm animal holder in the household and the acreage of the agricultural land (given in question 28) smaller than 0.1 ha, Form R2 should be filled.**

*Farm (agricultural plots) of civil companies should be enumerated using Form R3.*

**Question 29. Please give the number of months worked in an agricultural farm (plot) within the last 12 months? [p. 44]**

**1.** The time worked for agriculture during the last 12 months should be given for every member of the household at the age of 15 or more.

**2. The work for agriculture is any work directly involved in agricultural production and work connected directly with running the agricultural farm e.g.** managing of the farm, dealing with official matters (visits in offices etc.), direct work on the agricultural farm, preparing the agricultural output to sell, serving of the equipment, transportation of the agricultural output, accounting for the agricultural farm.

**The work for agriculture is not:**

- the work done as a help for neighbors,

- homework e.g. Preparing meals, washing, cleaning, taking care of children,
- work connected with forestry, hunting or fishing.
- **3. The workload should be given referring to the period of the last 12 months (June 2001-may 2002). Only the months in which the work was performed permanently (at least 20 days a month regardless the daily number of hours of work) should be reported.**

#### **Source of maintenance (questions 30-32) [p. 44-48]**

**1. All the sources of income generated during the 12 months precedent the research should be listed.**

**2. When indicating the source of income the question of the amount of income concerning every single source should not be asked.**

**3.** A person at the age of 15 or more can have his/her own source of income; children aged 0-14 are maintained by the parents.

**4.** Income from paid employment should be indicated even if a person is currently unemployed but used to receive the income from that source within the last 12 months.

#### **5. Special rules apply to the following persons:**

- a) persons serving in the army on compulsory basis – the source of income before the starting the compulsory service should be indicated,
- b) belong to the monastery, live in the orphanages, community homes etc. (refer to p. 5 question 30),
- c) are imprisoned or arrested if the isolation lasts shorter than 1 year – the source of income before arresting should be indicated; in case of isolation longer than 1 year please refer to p. 5 question 30
- d) are abroad – the sources of maintenance abroad or the source of income before the departure should be indicated.

#### **Question 30. What is your main source of maintenance? [p. 45-47]**

**The main source of maintenance is the source bringing/generating the highest income. If a person has/had only one source of income, the source should be treated as the only and main source of income.**

#### **3. Incomes from paid employment**

Answer „**1. in public non-agriculture sector**” – should be indicated in case of persons receiving income from paid employment in non-agricultural state or community establishments.

Answer „**2. in private non-agriculture sector**” - should be indicated in case of persons receiving income from paid employment in non-agricultural establishments owned by domestic or international private persons or a group of people, communities, political parties, foundations, etc.

Answer „**3. in public agriculture sector**” - should be indicated in case of persons receiving income from paid employment in state or community establishments operating in agriculture, forestry, hunting or fishing.

Answer „**4. in private agriculture sector**” - should be indicated in case of persons receiving income from paid employment in establishments operating in the field of agriculture, forestry, hunting or fishing and owned by private persons, agricultural communities, producers' co-operative etc.

#### **4. Incomes from self-employment**

Answer „**5. outside agriculture**” - should be indicated in case of persons receiving income from self-employment outside agriculture e.g. running production plants, companies in building or service sector or helping relatives without any payment in such companies Answer 5 should also be indicated in case of freelancers such as: solicitors, medical doctors, artists, writers, vets etc.

Answer „**6. in own private farm (or plot of land)**” - should be indicated in case of persons receiving income from work in their own farm involved in agricultural production regardless if they are the owners of the land or not.

**In case of income from private farm the total agricultural output should be taken into account regardless if the output is sold or consumed within the household.**

Answer „**7. in agriculture outside own private farm (or plot of land)**” – should be indicated in case of persons serving for agricultural farms (e.g. dealing with fertilizing the land, irrigation, or dealing with artificial fertilization of animals etc.). The answer should also be indicated in case of persons helping in the family household.

#### **5. Non-earned source**

Answer „**8. retirement pay**” - should be indicated in case of persons (employees, derivatives and combatants) receiving pensions as the result of previous employment or social security insurance in the country or abroad.

Answer „**9. retirement pay of farmers**” – should be indicated in case of persons who got the right to pension after giving in a farm (to the state or a legal successor). The retirement pay may be the consequence of previous work or insurance.

Answer „**10. pension resulting from an inability to work**” - should be indicated in case of persons who receive the social insurance benefit, accident benefit etc. The income may be permanent or temporary and are usually based on the decision of a medical doctor, who certifies that a person is not able to work

Answer „**11. social pension**” - should be indicated in case of disabled or handicapped persons who receive the income due to permanent inability to work that occurred before the age of 18 (or 25 if they were in education)

Answer „**12. family pension**” - should be indicated in case of persons who receive an income due to the death of a spouse or a parent. The family pension paid to children under 15 should be classified as an income of a person bringing up the child

Answer „**13. unemployment benefit**” - should be indicated in case of unemployed persons receiving benefit after registering in a job agency.

Answer „**14. welfare allowance**” - is a payment granted to persons with no income or if the income is not high enough to satisfy the basic needs

Answer „**15. others**” - should be indicated in case of persons receiving income from any source that is not mentioned above (e.g. alimonies, scholarships etc.). In case of such income the

kind of income (according to appendix 2 of the manual) should be specified.

## **6. Other incomes**

Answer „**16. incomes from owning**” - should be indicated in case of persons whose income is based on leasing their land, shares in the companies or income from possessed capital (e.g. interests).

Answer „**17. incomes from leasing**” - should be indicated in case of persons renting their rooms, flats, buildings etc.

## **7. Maintained by other person**

*Answer „18. from this household” – should be indicated if a person is maintained by a person being a member of the same household. A symbol of a source of income of a person who is maintaining the respondent (1-17) should be given.*

Answer „**19. from other household**” - should be indicated if a person is maintained by a person not being a member of the same household. **A symbol of a source of income of a person who is maintaining the respondent (1-17) should be given.**

### **Question 31. What is your additional source of income? [p. 47]**

**The additional source of income is the second most important source of income, so the source generating the second highest income.**

The answer 1-17 should be given basing on the classification for question 30. **The answer must be different than the one given in question 30.** If a person does not possess the additional source of income the space should be left empty or the symbol 99 should be written in.

*Additional source of income can also be registered in case of persons being maintained by other people living or not in the same household. Nevertheless being maintained can not be treated as the additional source of income.*

### **Question 32. What kind of benefits from non-earned source of income do you receive? [p. 47-48]**

**1. The person granted the benefit should be indicated.**

**2. If a person is granted several benefits, the main three should be indicated using symbols listed in question 30 (symbols 8-15).** The order of listing the benefits is not important.

**3.** Receiving benefits should be indicated even if the benefit was not reported in question 30 or 31 as the main or additional source of income. Contrary to sources of income reported in question 30 and 31 the fact of receiving or not the benefit should reflect exactly the situation at the time of research.

**4.** In case of persons living in community houses etc, receiving any benefit should be registered even if the benefits fully transferred to the community house as the payment for the stay.

**6.** Family benefits and the benefit paid for persons over 75 transferred together with the salary or pension should not be registered separately.

### SECTION III. NATIONALITY AND LANGUAGE [p. 48-49]

#### Question 33. What is your nationality? [p. 48]

1. Nationality is a declarative (based on a subjective belief) individual feature of every human being, which expresses their emotional, cultural and genealogical (with regard to the origins of parents) bond with a particular nation or ethnical group.
2. The enumerated person can select only one nationality, also in case when the parents of the enumerated person belong to different nationality groups (ethnical groups). The nationality of the enumerated person does not depend on the citizenship held by that person.
3. In case of declaring the nationality as non-Polish, select answer 2 and fill in the gap with the declared nationality, e.g.: German, Czech, Slovakian, Russian and American.

#### Question 34. What is your language most frequently spoken at home? [p. 48-49]

1. The question regards the language used every day at home or in contacts with family. In case of infants it is the language spoken to them by their parents. In case of solitary persons the question regards the language of contacts (conversations or correspondence) with family members dwelling in places other than the one inhabited by the enumerated person.
2. The question regarding the language used at home is asked regardless of the question about nationality. The level of language competence declared by the enumerated person is irrelevant.
3. If the enumerated persons use non-Polish languages, mark answers 2 or 3 and describe the language(es) other than Polish, e.g. English, German, Russian, Lithuanian, Ukrainian etc.

### SECTION 0/IV. INFORMATION ON PRIVATE HOUSEHOLDS (QUESTIONS 1-2)

[p. 49-51]

#### Question 1. What is the main or additional source of maintenance of household? [p. 49-50]

**1. Establish the main and additional source of maintenance for each household enumerated in a dwelling, temporary premises, or mobile unit i.e. sources of financing consumption and other necessities of life of the persons constituting the household.**

2. Sources of maintenance of household come from the sources of income of particular persons, which are gained in a period of twelve months preceding the census.

**The kind of predominant income gained by the members of the household, which is established by combining the individual incomes supplied by same source, is crucial for describing sources of maintenance of household.**

**The main source of maintenance of household is the source of predominant part of the resources in a household budget, devoted for the needs of every household member/member of the household.**

**An additional source of maintenance** is the second highest income; it cannot be in the same category as the main one.

**3. If persons of the same household are on income of the same source type i.e. the same category (in question 30 of Questionnaire A every person was marked with X next to the same symbol), then it is the main and simultaneously the only source of maintenance of household.**

**4. If persons of the same household are on income supplied by sources of maintenance of different categories (in question 30 these persons were marked with “X” next to different symbols), define which source generates the highest income for the household, i.e. it is its main source of maintenance of household, and which one is an additional source of maintenance of household.**

5. While determining the main and additional sources of maintenance of household with the holder of the household or of the agricultural farm/plot, include both the value of the products sold and consumed in the household (consumed or used in further production in an agricultural farm/plot.)

6. The main source of maintenance of household may be equal to the one held by the head of household. However, it is possible that the total income of other members of household gained from one of the income types exceed the income gained by the head of household.

**7. The main source of maintenance of household must accord with the main source of at least one person who is a part of this household.**

8. After determining the main and additional source of maintenance of household, fill in the slot above the question in section 0/IV with the number of described household, and:

- **in line a)** fill in with a symbol of main source of maintenance ; use the classification identical to the one concerning persons in question 30, (i.e. symbols 1-17 or 19)

- **in line b)** fill in additional source of maintenance (if present); use the classification of sources identical to the one concerning persons in question 30, (i.e. symbols 1-17). In case when an additional source of maintenance does not exist, fill in the symbol 99.

9. Provided that two or three households have been enumerated in the enumerated dwelling or occupied other living quarter, their number should be filled in the subsequent grids. The symbols of sources of maintenance should be inserted according to the rule described in point 8.

10. Provided that four or more households have been enumerated in the enumerated quarter, their sources of maintenance should be described on an additional dwelling Questionnaire A (cover). This should be done by writing subsequent numbers of households, i.e. 4,5,6 etc.

The order of households, whose source of maintenance is being described in question 1, section 0/IV, should comply with the numbering of the households established in question 7 of the personal Questionnaire A and information given in the table on page 02 of the cover.

## **Question 2. What is the tenure status of household? [p. 50-51]**

*Question 2 concerns households inhabiting dwellings.*

1. The number of answers given and written down in each dwelling should amount to the number of households displayed in table on page 02 and in section 0/IV in question 1. Not only the head of household, but all persons being a part of household should be taken into consideration while getting the answers.

2. Answers 1 and 2 are strictly connected to the answers in question 2 “Who is the ownership of this dwelling?” in section V. Characteristics of dwelling.

**Answer “1. Ownership of dwelling or building”** – concerns households whose members inhabit in their own building or their own dwelling and this fact is confirmed in section V, in question 2 by answer “1. Is owned by a private person.”

**Answer “2. Membership of a housing co-operative”** – concerns households, which comprise a member of a housing co-operative, holding a co-operative right to an own or rented dwelling.

**Answer „3. Main tenant”**- concerns households, which inhabit on the basis of a rental agreement between the owner or the administrator of the building where the dwelling is situated (also concerns rental of a substitute or social premises).

Category 3 also embraces a rental of the whole estate from the owner of the estate (a private or a legal person).

**Answer “4. Sub-tenant”**- usually concerns the second or third household inhabiting the building as sub-tenant, i.e. a person subletting one or two rooms in a dwelling for a fee where the household of the main tenant, the member of housing co-operative, or the owner of the dwelling has been enumerated first.

**Answer „ 5. Relationship or for perpetuity”** – concerns the second or further household residing in their parents’ dwelling, or children or other relatives, which have been enumerated as the first household in the dwelling. The household inhabiting the dwelling on the grounds of “consanguinity” may also reside on their own and be enumerated as the only household in the dwelling.

**Answer “6. Other”**- concerns households residing:

- In buildings of religious institutions;
- As help in the household of the owner of the dwelling or the main tenant;
- In return for work in an agricultural farm/plot or other economic activity of the owner of the dwelling or building.
- Without any fee and without work e.g. in a form of voluntary work for a person (family) in a difficult housing situation, in return for the supervision of the dwelling;
- Without any legal title, i.e. the so-called squatters.

In each case of residing in a household on the grounds of (a situation classified as) category 6, define this situation in the free space.

## **SECTION V. CHARACTERISTICS OF DWELLING (QUESTIONS 1-11) [p. 51-57]**

*Section V of the form entitled “Characteristics of Dwelling” (page 07) should be filled in only in case of occupied and non-occupied dwellings.*

**Question 1. Is the dwelling occupied? [p. 51-52]**

- 1. An occupied dwelling is the one where more than one person has been enumerated in the Questionnaire A (in table on page 02 and in section “I. Population, Private Households, Families”), regardless of the fact, whether this person is considered to be a permanent or temporary resident.**

**Answer “1. (Yes, and) it is only one or main place of residence”** – fill in if the dwelling is the main place of residence for the household or at least one person, and this person does not have any other place of residence in the country, which could be considered as the main place of residence. Such a person, may be absent in the enumerated dwelling in the so-called critical moment of the census - see paragraphs §12 and §13.

Select answer 1 also in case, when the person considering the enumerated dwelling as the main or only place of residence is not registered there or is registered only temporarily.

***PLEASE NOTICE! If a person being the only tenant of the enumerated dwelling (registered permanently) is abroad, in a penitentiary or jail, or is doing military service, consider the dwelling as the main place of residence of this person and choose answer 1, regardless of the time of absence of this person in the dwelling due to the above-stated reasons.***

**Answer “2. (yes, but it is) second place occupied temporarily or seasonal”**- select this answer, if the dwelling was inhabited by at least one person in the critical moment of the census and this person was enumerated in the first section of the personal Questionnaire A, but the stay of the person(s) in the dwelling is temporal, because their main place of residence is another dwelling, situated in the same or other locality in the country.

**2. A not occupied/vacant dwelling (answer 3)** is a place, where nobody has been registered permanently or temporarily and nobody has lived in that place without registration even temporarily. Furthermore, this is a place inhabited by persons not being under the census.

For this type of dwelling fill in the symbol of non-occupied (in the grid situated at the bottom of question 1). The cause of non-occupation should be determined on the basis of the notes in the form N-obw, in grid 15 “Notes”. The classification of causes given in appendix 3 operates in this case.

## **Question 2. What is the type of ownership of this dwelling? [p. 52-53]**

**Answer “1. Is owned by a private person”**- select this answer in case when the right to the property of the dwelling is held by a private person (one or more, e.g. spouses). It has to be noted that this person:

- May be the owner of the whole real estate, where the dwelling is situated; a single-family home is an example of such a property. Or:
- May have a share in common estate in a form of a law related with a separate property of the living space, e.g. situated in a building under the so-called condominium.

The property right to the whole estate or only the living space with proprietary part of the estate (the so-called share in the common estate), should be revealed in the real estate register or, in case of its absence, in another document corroborating the ownership.

Select answer 1 also in case when the owner of the dwelling does not reside in it at the time of the census, because they have rented it, made it accessible gratuitously or in return for work to another person or household, or the dwelling is not occupied.

**Answers „2 and 3. Is owned/tenant by cooperative dwelling”** – concerns proprietary co-operative dwellings (symbol 2) and lodgings (symbol 3) situated in buildings owned or co-owned by the co-operative dwelling with exception to dwellings under the law of separate ownership of real estate in favor of one or several private persons, established by the virtue of the Act on Housing Co-operatives of 15<sup>th</sup> December 2000.

A tied accommodation (dwelling) owned by a housing co-operative occupied on the basis of the tenancy, e.g. by a janitor, maintenance worker, should be categorized as “3. Tenant by co-operative dwelling.”

**Answer “4. Is owned by community (gmina)”** – concerns dwellings:

- Which are owned by community (gmina) or powiat (local governmental community)
- Handed over to the community (gmina), but remaining at the disposal of public utility units, such as: healthcare units, welfare/social assistance units, educational units, cultural institutions.

**Answer 5 “is owned by state property”**- regards dwellings:

- Taken over (from the liquidated State Agricultural Farms [PGR]) and still owned by the State Agricultural Property Agency.
- Taken over and still owned by Military Housing Agency [Wojskowa Agencja Mieszkaniowa].
- Managed by units under the following ministries: Ministry Of National Defense, Ministry of the Interior and Administration, Ministry of Justice and the president of Office for State Protection [Urząd Ochrony Państwa]
- Managed by the following organs: state authority, state administration, and state control.
- Handed over to diplomatic posts and consulates for use, lease or tenancy, by a unit representing the Treasury.

**Answer “6. Is owned by establishment company”**- concerns dwellings which are owned:

- by state enterprises as well as state organizational units e.g. scientific and research institutes, universities and art institutions,
- municipal enterprises e.g. public transport, waterworks and sewerage, thermal energetic, with the exception of the housing management enterprises;
- private enterprises – functioning as a partnership/company or co-operatives, with the exception of co-operative dwellings;

**Answer “7. Is owned by social building company”** – concerns dwellings situated in a building owned by legal entity, which has the following words in its name “towarzystwo budownictwa społecznego” [Housing Association] or the abbreviation TBS.

**Answer “8. Other entity”**- concerns dwellings owned by:

- private organizations building or buying dwellings for profit: for sale or rent,
- trade unions, associations, foundations, political parties, trade and economic self-governments,
- Catholic Church and other churches and confessional associations, including catholic universities and church institutes.

**Kitchen space and the number of rooms in the dwelling (questions 3 and 4) [p. 53-55]**

**A room [izba] is a space with direct daylight and not smaller than 4 square meters, separated from other spaces in the dwelling with solid walls reaching from the floor to the ceiling.**

**Spaces meeting the above-mentioned criteria may be called rooms. Other spaces in a dwelling, such as: ante-room, hall, bathroom, kitchen without a window, toilet, pantry,**

closet, dressing-room, alcove, veranda and porch are supplementary spaces and they are not treated as rooms.

**Question 3. Is there a kitchen in the dwelling? [p. 53-54]**

- 1. According to the census definition, kitchen is a space in a dwelling separated by walls (with or without windows) which is designed and equipped for preparing meals and is mainly used for that purpose, regardless of the fact, whether it is also used for eating, sleeping or other housing purposes.**
- 2. A kitchen with a window and a space (of the floor) of 4 square meters or more should be shown in the first grid, by filling in a concrete number, e.g. 1, 2, 3. If there are other kitchens, e.g. a kitchen without a window or a kitchen as a separated part of the living room, select an appropriate answer by filling in X (next to symbols 6 or 7)**

Giving more than one answer in question three is possible but only as an exception, e.g. if the dwelling is inhabited by two households and one has a kitchen at its disposal and the second one has a kitchen without a window. In such case, fill in the first grid with number 1 and in the further part of the question select answer 6.

If some of the kitchen appliances, e.g. washbasin or gas/electric cooker are installed in the ante-room or in a small niche in the living room, it should be assumed that there is no kitchen in the dwelling. In such case select answer 8.

**Question 4. Number of rooms in this dwelling? [p. 54]**

**1.** In question 4a indicate all the rooms (according the definition of the room) in the dwelling, even if some of them are currently being used for purposes other than housing ones, e.g. for economic activity, storage or they are just empty.

Among the enumerated rooms, indicate a multi-functional room (a combination of the kitchen and living room), irrespective of the fact that the existence of such kitchen arrangement has been marked in that dwelling.

**2. Rooms used exclusively for conducting economic activity – question 4b – are:** seats of companies, offices, law firms, surgeries, studios, workshops, establishments etc. The entrance to these rooms is situated in the same ante-room as the entrances to the other rooms.

***PLEASE NOTICE! Rooms (and other spaces) used for conducting economic activity, which have a separate entrance from the street, yard or a common corridor, should not be treated as an integral part of the dwelling, even if they are connected with the living part. Do not count them in the number of the rooms in the dwelling and do not count their space in the useful floor space of dwelling.***

**Question 5. Useful floor space of this dwelling. [p. 54-55]**

**1. Useful floor space of the dwelling is a total of the surfaces of all the spaces in the dwelling and particularly: rooms, kitchens (with and without a window), alcoves, pantries, ante-rooms, halls, bathrooms, toilets, verandas and porches and other spaces meeting the housing and economic needs of the residents of a premises, regardless of their use and usage.**

The useful floor space of the dwelling should **also include the space of rooms used exclusively for economic activity**, which have been indicated in question 4b, **as well as the surface of other spaces used for this activity**, provided that they do not have a separate

entrance from the street, yard or a common corridor. Apart from being mentioned in the general useful floor space of the dwelling (question 5a), the surface of the rooms and spaces should also be indicated separately in question 5b.

The useful floor space of the dwelling **does not include**: balconies, terraces, loggias, mezzanines, wardrobes and closets in the walls, laundries, drying-rooms, attics, cellars and storerooms used for fuel storage and garage surfaces.

2. Measuring of the useful floor space is done along the interior coated walls of the dwelling.

3. The useful floor space of the building usually includes the **space of the hall**. The hall is not treated as a part of the dwelling and its space is not included in the useful floor space of the dwelling only in case when:

- the hall connects the residential part of the dwelling with the inventory or economic one
- there is more than one dwellings and the hall is treated as a common corridor.

4. The space under the stairs situated in a private building is included to the useful floor space of the dwelling when there is only one dwelling in the building. It is not included when there are two or more dwellings in the building. The stairs and the space underneath them are treated as a common communication part.

5. In case of single-family buildings under construction but partly inhabited, the useful floor space of the dwelling should include only the surface of the rooms and auxiliary spaces which are completed.

6. The surface of the rooms and other spaces or of their parts built-in a slanting roof construction should be determined according to the Polish standards in the following way:

- of height (in light) bigger or equal to 2,20 meters- should be treated as 100%
- of height from 1,4 to 2,19 m- 50%
- of height smaller than 1,40 m – should be omitted

7. The data on the useful floor space of the dwelling should be shown on the basis of the tenants' statement, or voluntarily shown documents e.g. contract of lease, rent books, a blueprint of a single-family house.

*The dwelling users (particularly in single-family houses) who do not have such documents and do not know the space of their dwelling should be requested to measure particular spaces (being a part of the dwelling), count their surfaces and the surface of the whole dwelling.*

8. Fill in the data on useful floor space of the dwelling in round square meters, rounding to decimal places according to the following principle: from 0,1 to 0,4 sq meters the decimal places should be omitted and from 0,5 to 0,9 sq meters the decimal places should be rounded up to full meters.

## Questions 6-9. Heating and sanitation in the dwelling [p. 55-57]

Indicate both active and temporarily out of order devices in the census. Appliances already installed but not connected to the mains (e.g. in a newly erected building) should also be included.

Do not include appliances which have been out of order for more than a year due to considerable damage.

### Question 6. Is there piped water in this dwelling? [p. 55-56]

**Part 6b-** fill in only in case when in part 6a the given answer is: “1. Yes, both hot and cold water”:

**Answer “1. Heating outside the dwelling”-** fill in, if hot water is provided by a heat and power plant, heat plant, a housing estate boiler house or a local boiling house situated in a multi-dwelling building.

**Answer “2. Heating in dwelling or in one family building”-** fill in, when the water is heated in the dwelling by a heater, electrical hot spring, boiler installed particularly for that purpose, or is heated in a single-family building, regardless of the type of heater and its location: in a local boiler house, bathroom or kitchen, or by using solar panels.

### Question 7. Is there a bathroom with bath-tub and/or shower in this dwelling? [p. 56]

A **bathroom** is a **space** with a bath-tub or a shower, or both of these appliances are installed as well as the appliance draining the water outside the building (to a sewer or a cesspool).

### Question 8. Is there a flush toilet in this dwelling? [p. 56]

Indicate only the appliance located in the dwelling, flushed by water from the water cistern connected to the water mains, regardless of the fact whether the appliance is in a separate space (WC) or in a bathroom.

### Question 9. Is there gas in this dwelling? [p. 56]

If answer “2. Yes, bottle gas” is given, only bottles with a capacity not smaller than 11 kg should be taken in consideration, including “containers” with liquid gas, providing gas to more than one dwelling, e.g. to the entire multi-dwelling building or several single-family buildings. Do not include tourist bottles. (answer “3. no”).

### Question 10. Type of heating of the dwelling. [p. 56]

**Collective central heating** – answer 1 and 2 – this is a network supplying heat from the main source of its generation to a bigger number of dwellings and/or to other spaces in the building:

**Answer “3. Individual central heating”** – should be selected if the source of the heat generation is situated in a single-family building (the furnace is installed in an own boiling house in the basement, bathroom, kitchen, or there is an electrical floor heating installed) or the source of heat is situated in the vicinity of the dwelling located in a multi-family building, e.g. the furnace is installed in the kitchen, bathroom (the so-called storey heating)

**Answer 4 “5. Other”** – should be selected if the dwelling is heated by:

- The so-called “economy heaters”- using gas from the mains or from the bottle (these devices are not connected with the water circuit)
- Electrical air blowers
- Electrical mobile oil-firing furnaces like a radiators.

If the inhabitants use many means of heating, the prevailing one should be determined, i.e. the one which heats the biggest part of the dwelling or it has the longest heating period. Select only one symbol.

Do not include complementary heating (e.g. additional heating by a fan heater in time of low temperatures)

### **Question 11. The type of fuel or energy used for heating the dwelling [p. 56-57]**

Answer this question only in case when answers 3,4 or 5 have been selected in question “10. Type of heating of the dwelling”.

**Answer “5. Two kinds of fuel”**- should be selected if two different types of fuel are systematically used for heating the dwelling e.g. in a single-family building there is central heating as well as a furnace, and these two means of heating are used interchangeably.

**Answer “6. Other”** – should be selected if the dwelling (a single-family house) is heated by: solar panels, wind power, the energy is taken from biomass or a hot spring (geothermal). In such case, apart from selecting answer 6, write in the left space what kind of energy this is.

## **SECTION VI. CHARACTERISTICS OF BUILDING (QUESTIONS 1-5) [p. 57-60]**

### **General information [p. 57]**

**1. Information about the building should be determined only in case of buildings housing more than one dwelling.** In case there are two or more enumerated dwellings in the building, indicate information about the building only in the first enumerated dwelling.

**2.** Information about the buildings housing the dwellings which are managed by legal persons and organizational units without legal personality will be given by the administrative authorities of these buildings.

**This information will be given before the census on auxiliary forms, “Characteristics of building” or they will be directly given to the enumerators, which will contact the administrative authorities in the day of conducting the census.**

*The forms with „Characteristics of building”, after they have been used, should be returned to the enumeration office with the whole set of enumeration materials.*

**3.** Information about the individual buildings owned by private persons i.e. about single-family houses and the so-called “small dwelling-houses” should be determined by the enumerator during the census and be directly filled-in to the Questionnaire A.

### **The rules of establishing separateness of the building [p. 57-58]**

**1.** The rules of establishing separateness of the building operating in the census are based on criteria connected to building numeration. According to these rules **a separate building is any free-standing building separated from other buildings by free space and with a single ordinal number.**

A separate building is also the one which has more than one ordinal number (e.g. separate

ordinal numbers are given to particular staircases in a block of flats) in case when it makes a clearly visible architectural unity and is owned by one entity.

**2.** In a **congested housing** comprising buildings of various architectural styles or buildings of a singular architectural style, standing in the so-called “ribbon development”, as well as in case of **semi-detached houses**, a separate building is **every building or segment with a separate ordinal number**.

**3.** If there are buildings adjacent to each other on the estate with a singular ordinal number and these buildings have walls built from the same materials, they should be treated as one building unless there are significant differences in the height and age of these buildings and there is no doubt that each of these is a separate building. Buildings with outer walls built from different materials should be treated as separate buildings.

### **Question 1. Type of building [p. 58]**

**1.** A **residential building** (answer **1**) is a building which is entirely occupied by living spaces and a building where apart from dwellings there are other spaces as well, but they occupy more than a half of the building space. This rule does not operate in case of residential-inventoried or residential-farmers buildings, which should be included in category **2**, regardless of how big part of the building is occupied by dwellings.

In case of a residential building, establish **the number of the dwellings present in the building** (including both occupied and non-occupied ones) and write the number in the grid under symbol 1.

**2.** A building **reserved for seasonal use** is a building whose construction (according to building regulations) required a construction permit for a residential building, and its main purpose is temporary habitation e.g. for holiday, non-working days. A building formerly used as a residential one but now used only for temporary habitation should also be included in this category.

***PLEASE NOTICE! A typical cottage house should not be included in this category.***

### **Question 2. Who is the owner(ship) of the building? [p. 58-59]**

**1.** An owner(ship) of the building is a private or a legal person or an organizational unit without legal personality holding the **tenure** corroborated by an inscription in the real estate register or other document corroborating the tenure in case of lack of the register.

While determining the answer only the tenure of the building should be taken into consideration. The land on which the building stands does not have to be owned by the entity owning the building, it may be held in form of a hereditary tenure.

**2.** A building legally owned by several subjects present in the land and mortgage register is a **common real estate**.

**3.** For buildings **owned by one party/subject** (i.e. there is no space being a separate part of another subject/party) use answers marked by symbols 1-8.

**Answer “3. Community (gmina)”-regards buildings:**

- Owned entirely by community or powiat (local condominium),

- Handed over to the community (gmina), but remaining/being at the disposal of public utility units, such as: healthcare units, welfare/social assistance units, educational units, cultural institutions.

**Answer “4. State Property”** – should be selected for buildings entirely owned or managed by the entities mentioned in explanations of question 2, section 5, answer 5.

**Answer “5. Working establishment company in public sector”**- regards buildings owned by state and municipal (excluding housing management companies) and state organizational units e.g. universities, research and scientific institutes, art institutions.

Include buildings in category 5 also in case when a working establishment company in public sector has been changed into a public purse one-man company.

**Answer “6. Working establishment company in private sector”** – regards buildings entirely owned by private working establishment companies, as well as various cooperative societies e.g. labor, medical, agricultural, with the exception of housing cooperatives.

**Answer “7. Social building company”** and **answer “8. Other”** – select according to the rules described in section V, question 2, answer 7,8 (establishing the ownership of dwelling).

**4. Answers from 9 to 12** regard buildings which are common real estate where **all or particular dwelling spaces are separate properties of private and/or legal persons**. The total number of dwelling owners in the building is the so-called **condominium**.

**Answer 11** – concerns a building where parts of the dwellings are separate properties of **private persons**, and the remaining dwellings are owned by a **working establishment company in public or private sector**.

Category 11 also comprises buildings formerly owned by State Agricultural Farms [PGR] (formerly included into dwelling stock of the working establishments). After the liquidation of PGR, these buildings were taken over by State Agricultural Property Agency which sold part of the dwellings to private persons afterwards. The remaining ones are still kept by the Agency.

**Answer 12**- regards buildings which are owned by entities other than mentioned in categories 9-11 e.g. community and working establishment company, community – private persons and working establishment company.

**This category also comprises housing cooperative buildings which, after the enforcement of the act on housing cooperatives from 15<sup>th</sup> December 2000, established separate properties of certain dwelling spaces in favor of private persons.**

**Answer 13** - concerns buildings which are common real estate but dwellings **have not been rendered separate property** e.g. particular co-owners do not have a separate real estate register on their own name since there is only one register for the whole building and it describes (in per cent) particular co-owners share of the building (usually regards beneficiaries of the owner of the building, who was a private person)

### **Question 3a and 3b. Period of the building construction? [p. 59-60]**

**1. The year of the building construction is the year when the construction was finished i.e. the building was rendered for public use/completed.** However, if the building was partially rendered for use (by staircases or wings), the valid year of building construction is the year of completion of the last part of the building.

2. If the building **has been reconstructed** after it was entirely destroyed, the year of reconstruction completion is valid. However, the fact of a complete renovation of a building should not be taken into consideration when determining the year of construction. Only the year of its construction is valid in that case.

3. In case there has been an additional space built on to an already existing building (e.g. one or two rooms or an additional floor), the year of construction of the original building and not of the annex should be taken into consideration while enumeration.

#### **Question 4 and 5. Is there water-pipe and sewage in this building? [p. 60]**

1. Indicate systems currently working as well as the ones out of work and these which have actually been installed in the building, but the building has not yet been connected to the mains. Do not include installations out of order for longer than a year.

2. **Water-pipe.** A building equipped with a water-pipe is a building, where the water mains is delivered to all or some dwellings in the building, as well as where no dwelling has a tap with running water but there is a tap e.g. in the corridor.

The criterion of describing the water-pipe as a **net work type** or as a **local system**, is the length of distributing drains delivering the water from the source (of the water intake) to the buildings. A **net work** is a system of street drains **at least 250 m** long, not including the length of connections from the street drain to the buildings.

3. **Sewage.** A building equipped with sewage is building inside which – in dwellings or corridor - there is a system to which the following appliances are connected: washbasin, toilet, sink, bathtub enabling draining the sewage/waste to the receiving water.

The criterion of qualifying the sewage as **net work** or as a **local system** (mostly cesspool) is the length of covered sewers – underground (street sewers and collecting pipes) draining the sewage from the buildings to receiving water (sewage treatments plant, rivers, lakes and the sea). If the total of these channels (not including the length of additional sewers leading to the buildings) is **at least 250 m long** it is perceived as a **net work**. It can be an all navigable sewerage network draining industrial waste and rainwater or it can only be a network for industrial waste.

#### **PART V. LONG-TERM MIGRATION– QUESTIONNAIRE M [p. 60-62]**

**Complete (migration) Questionnaire M for persons who have selected answer 3 in question 17 of personal Form, have completed question 18 and simultaneously meet one of the following requirements:**

- 1) **Permanent residence – present**
- 2) **Permanent residence – absent up to 12 months, are on the territory of Poland or abroad,**
- 3) **Temporary residence for 12 or more months in the country or abroad**

**This inquiry should be carried out:**

- In dwellings and occupied other living quarters

- In certain collective living quarters i.e. boarding schools, dormitories, university dormitories, hostels, other hotels and guest houses (symbols of the object types: 51, 52, 53 and 62)

**The identification number should be copied in the same form from Questionnaire A on which the person has been enumerated.**

#### **Address and order information (items 1-7) [p. 61]**

1. Items 1 – 4 i.e. the name of voivodship, powiat, community (city) should be copied from the address part in Questionnaire A

2. **Fill in item 6 with the number which was used to enumerate this person in Questionnaire A.**

3. Fill in item 7 with the number of Questionnaire M (from 1 ad infinitum) which is given by the enumerator to persons inquired separately for each space.

#### **Personal Information (questions 1-12) [p. 61-62]**

**Question 3. Please, give the place of your permanent residence in Poland. [p. 61]**

1. In case when the person is not registered for permanent residence (e.g. when the person has been de-registered to “nowhere”) fill in their last place of permanent residence in Poland.

2. The community (gmina) of a permanent residence cannot be the same as the community of enumeration (current residence). The only exception is a municipal-country community in case, when the permanent residence is the municipal part of community and the current residence is the country part (or the other way round).

**Question 4. Please give the name of the country of your permanent residence. [p. 61]**

Fill in for persons with temporary residence in Poland who reside permanently abroad.

**Question 5. Was the previous (last) place of residence in Poland or abroad? [p. 61]**

Question 5 (as well as questions 6 and 7) concerns the last place of residence apart from the current place of residence. **However, if the person came from abroad or was abroad (for 12 years or more) in years 1989-2002, always select answer 2 (abroad) regardless of the fact whether it was the last stay or not.**

**Question 6. Specify your previous (last) place of residence in Poland. [p. 61]**

1. If the person returned to the current place of residence after a longer absence and during that absence this person stayed in several different places in the country, describe the place (community/gmina) where the person stayed the longest and write the total period of permanent stay away from the current place of residence.

2. The community of the previous residence cannot be the same as the enumerated community (the place of current residence). The exception is a municipal-country community. In such case the community can be the same only in case when the previous residence was the municipal part of community and the current residence is the country part (or the other way round)

3. In point “d” write the month and year of the beginning and end of the absence.

**Question 7. What was the name of the country of your previous residence? [p. 61]**

If the period of the stay abroad comprised the consecutive stays in different countries, write the name of the country where the person stayed the longest. Give the period of **the whole period of constant stay abroad**.

**Question 8. Has your whole household changed the place of residence? [p. 62]**

Determine whether all persons constituting the household have left the last place of residence (described in Questionnaire M). It is not important whether these persons live together now.

**Question 9. What was the reason of changing the previous (last) place of residence? [p. 62]**

1. Determine the most important reason of changing the place of residence.

2. **For people who left** the current place of residence and went abroad or to another place in the country **and have returned**, the reason of departure needs to be determined. **For other persons it is the reason of arrival to** the current place of residence. **In case of children write the reason of changing the place of residence by the parents.**

**Question 10. What was your source of maintenance at the previous place of residence? [p. 62]**

1. Write an X next to **one** of the symbols describing the **person's** main source of maintenance in the previous place of residence (described in Questionnaire M). **For persons dependent on other people write a symbol of the source of maintenance of a person earning one's livelihood in the previous place of residence.**

2. The source of maintenance should be determined according to the rules described in the guidelines to question 30 in Questionnaire A, in section II of the instruction.

**Question 11. Is the current place of stay your destination residence? [p. 62]**

1. In this question determine whether the person has any migration plans or assumes that they will live in the community permanently.

2. If the person intends to change the place of residence (answer 2) ask this person to give reasons of such intention. Give symbols to the reasons just as in question 9 and write them in the grids in the order of importance. One, two or three reasons may occur.

*For people with further migration plans end the interview here.*

**Question 12. Which reasons could cause your decision of changing the place of residence? [p. 62]**

Question 12 should be answered by persons who currently do not have any migration plans (in question 11 answers 1 or 3 have been selected). Determine which reasons could cause a change of decision about the change of the place of residence. The means of determining and filling in the reasons are the same as in question 11. If the person states that no reason could change the decision about the place of residence, write 90.

**PART VI. FEMALE FERTILITY – Questionnaire D [p. 62-64]**

1. *In every selected dwelling or an occupied other living quarter a separate Questionnaire D should be filled for every woman fulfilling the following conditions:*

- **a woman should live in the dwelling permanently or stay there longer than 2 months,**
- **a woman is 16 years of age or more (was born before 21<sup>st</sup> of May 1986) regardless her marital status.**

**The research should not be carried (the Questionnaire D) should not be filled in any collective living quarter.**

2. *A women can choose either she wants to fill in the form or not – the participation in the research is voluntary. Nevertheless the enumerator should encourage every woman to participate in the research and answer the questions.*

Questionnaire D should be filled after registering all the members of the household and after filling the Questionnaire A.

#### **Identification and address data (questions 1-7) [p. 63]**

**1. The following information should be copied from Questionnaire A to Questionnaire D:**

- **identification number,**
- **address data** – questions 1-4,
- **the number of the person form the personal Questionnaire A**– the number should be listed in question 6 of the Questionnaire D.

2. In question 7 the number of Questionnaire D should be listed. The numbering should start from 1 in every single flat.

*If an additional Questionnaire D was filled for a woman, the number of additional forms filled should be listed on the main Questionnaire D (7a).*

3. In case of refusal to answer the questions listed in Questionnaire D, a separate Questionnaire D (identification number, questions 1-4, 6 and 7) should be filled for every woman who refused to participate in the research. The reason for refusing should also be written down.

4. If there is not any woman in a dwelling or the women present do not fulfill the stated conditions – only one Questionnaire D should be filled giving the identification number and answers for questions 1-4 and the reason for not filling the form.

#### **Questions 8-14 [p. 63-64]**

1. Questions 8-14 must be answered personally. The Questionnaire May be filled by the enumerator on the basis of the answers given by the woman or a woman may fill the Form herself (then the enumerator should provide the woman with all the relevant information).

2. A woman can answer all the questions 8-14 (full answer) or decide not to answer some of them (partial answers). If a woman is reluctant to answer a question the enumerator should move on to the next question.

**Question 10. Are you or have you ever been married or common-law partner? [p. 63]**

If a woman is or has been married or common-law partner (is not married to a partner) the answer 1 should be indicated and the next question asked should be question 11. If not the answer 2 should be indicated and the next question asked should be question 12.

**Question 11. Please mention in order all legal marriages and common-law relationships [p. 63-64]**

*1. All the marriages and common-law relationships should be listed in order.*

2. If a marriage was contracted in civil registration office or in a religious institution such fact should be indicated by indicating symbol 1 in column 2 of the question table. Otherwise symbol 2 should be chosen.

3. In a column 3 the month and year of getting married (forming a common-law relationship) should be given.

4. If the marriage or a common-law relationship lasts at the time of the census, column 4 should be left empty. If the relationship ended due to the death of a spouse or a partner, divorce, separation or a split-up, the date of such event (month and year) should be given. **If a common-law relationship was transformed into marriage (with the same partner) no date of dissolution (column 4) should be given and another row should be completed for marriage.**

**Question 12. How many live born children have you born? [p. 64]**

*The number of all the live born children should be listed, regardless if the children are now living or died, if they live with the woman or separately or if they are single or have their own families. If a woman has never given birth to a live born child – the answer should be “0” and the next question asked should be 14.*

**Question 13. Please give the information of all live born children [p. 64]**

1. In a table the information of every live born child should be given. The number of children listed in the table should be equal to the number of live born children given in question 12. The children should be listed chronologically – starting from the first one born.

2. In the first column the number of the child should be given.

3. Asking a woman to give the name of the child may make it easier for her to recall the exact information regarding that child. If a live born child died before being given a name – symbol NN should be listed instead of a name in column 2.

**Question 14. Are you going to give birth to a child or more children? [p. 64]**

1. The question should be address only to women born between 1953 and 1986 who are aged 16-49 at the time of census. A childless woman should be asked **if she wants to have any children** and a mother of at least one child should be asked **if she wants to have another child/other children.**

2. If a woman declares that she would like to give birth to a child (answer 1) the enumerator should find out how many children the woman plans to have. The number of wanted children should be listed. If a woman plans to have 10 or more children, number “9” should be given as the answer.

If a woman does not specify the number of children she wants, symbol “N” should be given as the answer.

[PART VII. DUTIES OF THE ENUMERTATOR WHO COMPLETED ENUMERATION p. 64-69]

[§ 17. Preparation of the documents to be accepted by the census bureau p. 65-66]

[§ 18. Duties of the enumerator after the forms are accepted by the bureau p. 66-67]

[§ 19. Completion of N-obw form p. 67]

[§ 20. Completion of a coding sticker p.67]

[§ 21. Preparation of the C-obw report – p. 67-69]

**Classification of collective housing**  
(page 01 Questionnaire A, question 8, answer 3)

| Symbol                                      | Kind of collective housing  |
|---|---|
| <b>Objects related to work or study</b>     |   |
| <b>51</b>                                   | boarding schools  |
| <b>52</b>                                   | dormitories   |
| <b>53</b>                                   | hotels for workers  |
| <b>Institutions taking care of children</b> |   |
| <b>54</b>                                   | orphanages, children's villages   |
| <b>55</b>                                   | other care institutions e.g. kids shelters  |
| <b>Community homes</b>                      |   |
| <b>56</b>                                   | community homes for pensioners and old people   |
| <b>57</b>                                   | community homes for pregnant women and single mothers                                   |
| <b>Nursing homes</b>                        |   |
| <b>58</b>                                   | nursing homes for chronically ill, for mentally ill, handicapped or disabled, hospices  |
| <b>59</b>                                   | mental hospital, detoxification centers, nursing homes for drug addicts                 |
| <b>Religious institutions</b>               |   |
| <b>60</b>                                   | monasteries, presbyteries etc.  |
| <b>Other collective housing objects</b>     |   |
| <b>61</b>                                   | shelters for homeless, other collectives of homeless (e.g. train stations, metros etc.) |
| <b>62</b>                                   | other collective housing objects e.g. hotels, motels, villas, spas, hospitals etc.      |

**Appendix 2 [p. 71]**

**Maintenance not form work**  
**(part II, question 30, answer 15)**

| <b>Symbol</b> | <b>Other sources of maintenance not form work</b>   |
|---------------|---|
| <b>20</b>     | allowance for helplessness for disabled child under 16 years old  |
| <b>21</b>     | alimonies paid by alimony found or a private person   |
| <b>22</b>     | scholarships (including PhD level scholarship)  |
| <b>23</b>     | pre-retirement benefit  |
| <b>24</b>     | community home, orphanage etc (regardless if a person covers partly the cost of stay or not)                  |
| <b>25</b>     | monastery (regardless if a person living in a monastery has or not his/her own source of income)              |
| <b>26</b>     | other e.g. family benefit, private pension, money won in lotteries, money gained from selling a property etc. |

**Appendix 3 [p. 71]**

**Reasons for the flat not to be settled**

| <b>Symbol</b> | <b>Reasons for the flat not to be settled</b>                                     |
|---------------|---|
| 1             | not settled yet   |
| 2             | under the change of the resident (e.g. change of the owner, being inherited etc.) |
| 3             | in the process of redecoration/rebuilding   |
| 4             | abandoned   |
| 5             | used seasonally e.g. summer house)  |
| 6             | rented to the embassy of foreign country  |
| 7             | used for economic activity only (e.g. as an office)                               |

## COUNTRIES [p. 72-73]

| Country                         |   |  |
|---------------------------------|---|--|
| 1. Afghanistan                  | 27. Belarus                             | 53. Ethiopia                               |
| 2. Albania                      | 28. Bolivia                             | 54. Falkland and Maldives                  |
| 3. Algeria                      | 29. Bosnia and Herzegovina              | 55. Fiji                                   |
| 4. US Minor<br>Outlying Islands | 30. Botswana                            | 56. Philippines                            |
| 5. Andorra                      | 31. Brazil                              | 57. Finland                                |
| 6. Angola                       | 32. Brunei                              | 58. France                                 |
| 7. Anguilla                     | 33. British Indian Ocean<br>Territory   | 59. Metropolitan France                    |
| 8. Antarctica                   | 34. British Virgin Islands              | 60. French Southern and<br>Antarctic Lands |
| 9. Antigua and Barbuda          | 35. Bulgaria                            | 61. Gabon                                  |
| 10. Netherlands Antilles        | 36. Burkina Faso                        | 62. Gambia                                 |
| 11. Saudi Arabia                | 37. Burundi                             | 63. Ghana                                  |
| 12. Argentina                   | 38. Chile                               | 64. Gibraltar                              |
| 13. Armenia                     | 39. China                               | 65. Greece                                 |
| 14. Aruba                       | 40. Croatia                             | 66. Grenada                                |
| 15. Australia                   | 41. Cyprus                              | 67. Greenland                              |
| 16. Austria                     | 42. Chad                                | 68. Georgia                                |
| 17. Azerbaijan                  | 43. Czech Republic                      | 69. Guam                                   |
| 18. Bahamas                     | 44. Denmark                             | 70. Guyana                                 |
| 19. Bahrain                     | 45. Democratic Republic<br>Of the Congo | 71. French Guiana                          |
| 20. Bangladesh                  | 46. Dominica                            | 72. Guadeloupe                             |
| 21. Barbados                    | 47. Dominican Republic                  | 73. Guatemala                              |
| 22. Belgium                     | 48. Djibouti                            | 74. Equatorial Guinea                      |
| 23. Belize                      | 49. Egypt                               | 75. Guinea Bissau                          |
| 24. Benin                       | 50. Ecuador                             | 76. Guinea                                 |
| 25. Bermuda                     | 51. Eritrea                             | 77. Haiti                                  |
| 26. Bhutan                      | 52. Estonia                             | 78. Spain                                  |
|                                 |   | 79. Honduras                               |

- |                    |                       |                              |
|--------------------|-----------------------|------------------------------|
| 80. Hong Kong      | 110. Laos             | 139. Mozambique              |
| 81. India          | 111. Lesotho          | 140. Myanmar                 |
| 82. Indonesia      | 112. Lebanon          | 141. Namibia                 |
| 83. Iraq           | 113. Liberia          | 142. Nauru                   |
| 84. Iran           | 114. Libya            | 143. Nepal                   |
| 85. Ireland        | 115. Liechtenstein    | 144. Netherlands)            |
| 86. Island         | 116. Latvia           | 145. Germany                 |
| 87. Israel         | 117. Luxembourg       | 146. Niger                   |
| 88. Jamaica        | 118. Lithuania        | 147. Nigeria                 |
| 89. Japan          | 119. Macedonia        | 148. Nicaragua               |
| 90. Yemen          | 120. Madagascar       | 149. Niue Island             |
| 91. Jordan         | 121. Mayotte          | 150. Norway                  |
| 92. Yugoslavia     | 122. Macao            | 151. New Caledonia           |
| 93. Cayman Islands | 123. Malawi           | 152. New Zealand             |
| 94. Cambodia       | 124. Maldives         | 153. Oman                    |
| 95. Cameroon       | 125. Malaysia         | 154. Pakistan                |
| 96. Canada         | 126. Mali             | 155. Palau                   |
| 97. Qatar          | 127. Malta            | 156. Panama                  |
| 98. Kazakhstan     | 128. Northern Mariana | 157. Papua New Guinea        |
| 99. Kenya          | Islands               | 158. Paraguay                |
| 100. Kyrgyzstan    | 129. Morocco          | 159. Peru                    |
| 101. Kiribati      | 130. Martinique       | 160. Pitcairn Island         |
| 102. Colombia      | 131. Mauritania       | 161. French Polynesia        |
| 103. Comoros       | 132. Mauritius        | 162. Poland                  |
| 104. Congo         | 133. Mexico           | 163. Puerto Rico             |
| 105. Korea South   | 134. Micronesia       | 164. Portugal                |
| 106. Korea North   | 135. Moldova          | 165. South Africa            |
| 107. Costa Rica    | 136. Monaco           | 166. Central Africa Republic |
| 108. Cuba          | 137. Mongolia         | 167. Cape Verde              |
| 109. Kuwait        | 138. Montserrat       | 168. Reunion Island          |

- |  |                          |  |
|--|--------------------------|--|
| 169. Russia                              | 194. Syria               | 220. Vietnam                                     |
| 170. Rwanda                              | 195. Switzerland         | 221. Italy                                       |
| 171. Romania                             | 196. Sweden              | 222. Ivory Coast                                 |
| 172. Western Sahara                      | 197. Saint Helena        | 223. Bouvet Island                               |
| 173. Saint Kitts and Nevis               | 198. Tajikistan          | 224. Norfolk Island                              |
| 174. Saint Lucia                         | 199. Taiwan              | 225. Christmas Island                            |
| 175. Saint Pierre and Miquelon           | 200. Thailand            | 226. Cook Islands                                |
| 176. Saint Vincent<br>And the Grenadines | 201. Tanzania            | 227. US Virgin Islands                           |
| 177. Salvador                            | 202. East Timor          | 228. Heard and McDonald<br>Islands               |
| 178. Samoa                               | 203. Togo                | 229. Keeling Islands                             |
| 179. Western Samoa                       | 204. Tokelau             | 230. Marshall Islands                            |
| 180. San Marino                          | 205. Tonga               | 231. Faroe Islands                               |
| 181. Senegal                             | 206. Trinidad and Tobago | 232. Solomon Islands                             |
| 182. Seychelles                          | 207. Tunisia             | 233. South Georgia and South<br>Sandwich Islands |
| 183. Sierra Leone                        | 208. Turkey              | 234. Sao Tome and Principe                       |
| 184. Singapore                           | 209. Turkmenistan        | 235. Turks and Caicos<br>Islands                 |
| 185. Slovakia                            | 210. Tuvalu              | 236. Wallis and Futuna Islands                   |
| 186. Slovenia                            | 211. Uganda              | 237. Zambia                                      |
| 187. Somalia                             | 212. Ukraine             | 238. Zimbabwe                                    |
| 188. Sri Lanka                           | 213. Uruguay             | 239. United Arab Emirates                        |
| 189. United States                       | 214. Uzbekistan          |  |
| 190. Swaziland                           | 215. Vanuatu             |  |
| 191. Sudan                               | 216. Vatican City        |  |
| 192. Suriname                            | 217. Venezuela           |  |
| 193. Svalbard and Jan Mayen              | 218. Hungary             |  |
|  | 219. United Kingdom      |  |

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